

AR-80-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date Application Number Office of Planning & Budget Dec. 29, 1976 Executive Division - Room 611 270 Washington Street, S. W. Application Number Date Completed Date Received Atlanta, Georgia 30334 JAN 24 1977 4 1977 2. Person to Contact Working Title Telephone Number Secretary IV 656-3820 Mary Crawford 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest (General 1974 Executive Division Legislation Analysis File Assembly) 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Executive Division - Executive Division is responsible for the preparation of long-range recommendations for the orderly and coordinative growth of the State and for the analysis of the quality and quantity of State services. Division also works to coordinate and harmonize the planning activities of all federal programs, State agencies, local government units and private organizations within the State. Activities which facilitate this general mission are identification of issues and problems confronting planners action as liaison between all planning units, local, State and federal; and provision of advice and assistance services to the Governor and the General Assembly concerning State needs and trends of development. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Analyzing proposed legislation as requested by the Office Documents relating to: of the Governor. copies of selected legislation and analyses (Legislation Analysis Form). Included are: Bill Number File is arranged: Maller J. French How often are records referred to which are: 8. Monthly Reference Rate Seven to twelve months old _____; Thirteen to twenty-four months old _ One to six months old _ twenty-five months and older 🚅 9. Annual Rate of Accumulation of Records .; Legal-size drawers . __; Shelves _ Letter-size drawers _ ___; Other *(specify)* .

Section of the General Assembly Section of the General Assembly Transfer to local hedding area poorly Page	YES	NO	10. Questionnaire	(Place an "X	" in the proper o	∞lumn)		
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